



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	RELEASE DATE:	Thursday, August 2, 2012
POSITION TITLE:	Chief Support Executive (Various Locations)	FINAL FILING DATE:	Friday, August 17, 2012
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08012012_9

POSITION DESCRIPTION

****For a listing of the institutions where these positions will be located, please refer to the "Filing Instructions" section of this announcement on page 4.****

The Chief Support Executive (CSE) for Health Care Services (Medical, Mental Health and Dental) under the direction of the Chief Executive Officer (CEO), Health Care, is responsible for carrying out the administrative and support functions of Health Care Services. In this capacity, the incumbent is the operational policy advisor to the institution CEO, for Health Care Services and is responsible, directly or indirectly for allied health services, plant operations, fiscal services, budgets, contracts, and procurement. The CSE will also serve as the CEOs liaison with institution, regional and/or headquarters human resources and information technology/information systems staff.

Duties include, but are not limited to:

Ensures local policies and procedures are consistent with statewide Health Care Services policies; leads Health Care Services managers in developing local policies and procedures; works with local and headquarters managers to identify and resolve gaps between policy expectation feasibility and local procedure implementation.

Directs all administrative functions, including but not limited to budgets, contracts and procurement for the institution Health Care Services, institution CEO, Health Care, implements the Receiver's, Chief Deputy Secretary's and CEOs directives and decisions relating to administrative and support operations.

Liaison with institution, regional and/or headquarters managers including but not limited to custody, plant operations, warehouse, return to work coordinator, labor relations specialist, human resources, information technology/information systems, and employee relations officer to achieve program and policy goals of the Receiver and Chief Deputy Secretary relating to administrative and support operations of the institution Health Care Services and assists managers by providing administrative

support in carrying out their respective missions.

Assists the institution's CEO, Health Care, in formulating short and long range goals as well as readiness assessments for compliance audits and inspections from various internal and external entities; identifies barriers and opportunities for improved efficiency through program evaluation, data gathering and analysis, and cost benefit analysis; recommends necessary changes to laws, rules, regulations, policy and procedures; and monitors compliance with all laws, rules, regulations and policies related to institutional Health Care Services. Plus, other duties as required.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Five years of experience at a manager level responsible for a wide range of programs or services.
- Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.
- Ability to analyze complex problems and recommend and/or implement an effective course of action.
- Well developed oral, written, and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, and other governmental agencies.
- Knowledge of the California Correctional Health Care Services' (CCHCS) organization including its mission, goals, functions and policies.
- Masters Degree in Business Administration, Health Care Administration or some other related field.

Leadership experience in a capacity equivalent to a CEA assignment including the implementation and/or evaluation of program policies, experience in the development and implementation of policies and procedures and experience demonstrative of the ability to communicate and interact with Legislators, local governmental jurisdictions, community and civic leaders.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Support Executive (Various Locations)**, with the **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of your Statement of Qualifications by a screening committee. The desirable qualifications and position description listed on the bulletin will be used as the evaluation criteria. It is important you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, as the Statement of Qualifications will be the basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

Candidates who previously participated in the California Correctional Health Care Services' Chief Support Executive examinations on October 28, 2011 (Bulletin ID 10132011_3) and March 2, 2012 (Bulletin ID 12092011_1) are not eligible to re-compete, as the 12-month retest period has not yet elapsed.

FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications must submit:

- A Standard State Application (Form 678) that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above. Resumes are optional.
- A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the information contained in the position description and desirable qualifications sections that are identified in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.
- APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

In addition to your Statement of Qualifications, please attach a page entitled "Work Location Preferences" and indicate at which of the following institutions you are interested in working in a Chief Support Executive assignment. Failure to include this information will result in your disqualification from this examination process.

Northern Region Work Locations:

- California State Prison, San Quentin
- Pelican Bay State Prison

Central Region Work Locations:

- Central California Women's Facility/Valley State Prison for Women
- Kern Valley State Prison
- Pleasant Valley State Prison
- Wasco State Prison

Southern Region Work Locations:

- California Institution for Men
- Calipatria State Prison
- Centinela State Prison
- Richard J. Donovan Correctional Facility

Interested applicants must submit:

- Application and Statement of Qualification materials described in the Filing Instructions section of this announcement.

Applications must be submitted by the final filing date to:

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Executive Recruitment and
Selection

P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Molly Roman | (916) 322-0088 | Molly.Roman@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CCHCS Human Resources, located at 501 J Street, Lobby Drop Box, Sacramento, CA.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

* Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is

competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)